

*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]  
FROM : Transportation Division

DATE: 8 September 1948

SUBJECT: Monthly Report of Transportation Division Activities - August 1948

The following report covering activities of the Transportation Division during the month of August is submitted pursuant to your request.

## 1. Status of Personnel:

- (a) T/O as of 1 August 1948 - 55 positions
- (b) Total number actually on duty by sections

Office of the Chief	1
Shipping Section	2
Motor Pool	45

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs)	3
Motor Pool (Dispatcher)	1
Motor Pool (Truck Driver)	3

Of the three pending actions for Chauffeur, CPC-3, one is an excess action. A Recruitment request is still on file with the Personnel Branch for one (1) Stenographer, CAF-4, for the vacancy in the office of the Chief. It is urgently requested that every effort be made to fill this vacancy in view of the increased volume of work in the office in connection with cargo shipments and other transportation activities.

During the month we had three (3) truck drivers resign; two were Tractor-Trailer drivers and the other a Heavy Truck Driver. Personnel actions are pending on three replacements. We had one Chauffeur, CPC-3, enter on duty during the month.

The Motor Pool has been operating very satisfactorily and performing its duties without any complaints.

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The testing of drivers of CIA vehicles has been completed by the Personnel Branch, assisted by Mr. [REDACTED] and all those persons found qualified to drive our vehicles have been furnished a Government Operator's Permit. Those few persons who failed in the test were given temporary permits and will be reexamined after thirty days, at which time if they are still found to be unqualified they will necessarily be prohibited from driving our vehicles.

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Mr. [REDACTED] advised me he is working out plans for a safety campaign and is arranging among other things to obtain copies of the various safety posters for use in and around the garage and Motor Pool.

2. Truck Operations:

The following truck operations were performed during the month:

12 trips to Jersey City  
9 trips to New York  
2 trips to Chicago  
1 trip to Baltimore  
1 trip to Detroit  
286 local hauls in and around Washington

This increased truck activity to the New York area was occasioned by the movement of cargo in connection with the [REDACTED] Project. It will be noted that the trucking operation in and around Washington has also increased considerably.

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3. The following is a report of the activities of the [REDACTED] Garage and the Que Building Motor Pool.

(a) [REDACTED] Garage:

Repair Jobs		18
Labor	\$ 195.00	
Parts	122.95	
Repair Jobs performed outside		6
Labor	82.88	
Parts	22.91	
Maintenance Work		
Cars washed		49
Cars lubricated		34
Other service jobs		135
Labor	\$ 1074.15	
Parts	151.09	

Total value of labor performed in the garage during the month was \$ 1269.15. This work was performed by personnel with salaries totaling \$ 1028.50 indicating a saving of \$ 240.65.

(b) Que Building Motor Pool

730 - Total trips made  
33.2 - Average number trips per day  
5811 - Total miles operated  
264.1 - Average miles per day  
8.0 - Average miles per trip  
46.4 - Average time per trip

During the month we had an average of 2 calls per day for service which were delayed but again there were no requests for car service actually refused due to non-availability of cars. Those calls for cars which could not immediately be taken care of were all serviced within a few minutes after the request was first received and I had no complaints along this line during the month.

Forty-five (45) passenger carrying vehicles operated a total of 38,427 miles, while twenty-three (23) trucks operated a total of 18,214 miles during the month.

Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	28
Airline Reservations	-	16
Hotel Reservations	-	3
Fare Quotations	-	201
Persons processed overseas	-	6
Travel Requests	-	95

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Chief, Transportation Division